

OLD NATIONAL SAFE WORKPLACE GUIDELINES

Overview:

Old National is fully committed to serving clients, and supporting our team members and communities, as we work together to meet the challenges presented by COVID-19. Old National continues to monitor the impacts of COVID-19 on our work and business environment as we prepare for a new normal and a safe approach to the workplace. As more people return to the workplace it is important each team member is knowledgeable about how to maintain a safe work environment for themselves and others. As such, Old National has created Guidelines for Team Member Safety to ensure a safe, successful integration of team members who have continued to work in the office along-side those returning to the workplace.

Dignity, Respect and Inclusion:

Whether you have continued to work in the office or have been working remotely and are returning to the workplace, it is important to acknowledge that every team member has been impacted by the realities of COVID-19 in different ways and will have different views about this period of time. Our leadership principles state we value inclusion and celebrate differences. Each of us is a leader. Exceptional leaders are compassionate, inclusive, and recognize the value of diversity. We can demonstrate positive leadership and put our values in action by practicing inclusion and treating everyone we encounter with dignity and respect.

All Team Members: The following guidelines apply to all team members:

Masks:

- Masks are recommended by the CDC for the health and safety of those around you. Essentially if you are away from your workstation it's recommended a mask be worn, especially when physical distancing is not possible.
- Masks will be provided; however, team members are welcome to wear their own mask. If a team member is wearing their own mask, it should be consistent with the "Dress for Your Day" policy, appropriate for the workplace and the activities of the day.
- Any time you touch the outside of your mask, put it on, adjust or remove it, wash or sanitize your hands.
- When masks are not in use, including being transported, they should be stored in a paper bag.
- Store the bag containing your mask in your vehicle, purse, briefcase, etc. for the next use.
- Masks are for single person use. Do not share your mask with another team member, client or family member.
- Wash your mask at a minimum once per week or more frequently if it's soiled. Once the mask has been machine washed dispose of the bag and use a new paper bag to transport the laundered mask back to work.
- If a new mask is needed ask your Manager to submit a request in the COVID-19 BCP Tracker on the Coronavirus Resource page or on the Corporate Portal. However, it is very important to take care of ONB mask provided as we cannot guarantee another will be readily available due to nation-wide supply and availability.

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Common Areas:

- Up to four people should be in an elevator at one time if everyone is wearing a mask. If one person is not wearing a mask, no more than two people should be in the elevator at the same time. Try to stand at opposite corners of the elevator with the last open corner near the elevator controls.
- If there is a line for the restroom maintain appropriate physical distancing or use an alternate restroom. When leaving the restroom, once you've washed your hands, consider using a paper towel to open doors leading back to your workspace.
- Avoid congregating in common areas, break rooms, kitchenettes, etc.
- Maintain an appropriate physical distance from others in hallways, waiting for elevators, on the escalator, crossing through common areas, etc.
- If you are walking in an aisle with desks or cubicles on one side and a wall on the other, walk closer to the wall.
- Team members are encouraged to avoid shaking hands or hugging clients or co-workers during this time. This company-wide decision is meant to protect our team members, clients and all members of our communities.

Workspace:

- Please be sure your workspace is clear each night so that desktops can be cleaned regularly.
- Avoid using other employee's phones, work tools, and equipment. If it is necessary, make sure the item is properly wiped down before and after use.
- If you have been working remotely and are returning to the office for the first time, please clean and sanitize your workspace.
- If you are using a shared or hotel workspace or training room wipe down desk surfaces with disinfectant spray or wipes when you arrive and leave the workspace.
- When possible while using a shared workspace use Jabber or your personal cell phone to send or receive calls. A Jabber job aid can be found on the Coronavirus Resource page.
- To clean the screen either use a warm, damp cloth or pre-moistened cleaning cloth. Item #047448 from Staples is the preferred screen cleaner.
- A disinfectant wipe may be used on the keyboard. Be sure to ring out the wipe to remove excessive dampness.

Client Meetings:

- Client interactions which can be carried out effectively over the phone or using video conferencing technology is recommended.
- In person client meetings are permitted. It is best to ask the client how they prefer to meet either in-person or via an alternate method.
- When meeting face-to-face with a client, follow physical distancing protocol.
- Team members are required to wear a mask when maintaining physical distancing is not possible.
- Clients are not required to wear a mask, however disposable masks will be available if the client would like to wear one.
- Be sure to clean all surfaces between client appointments.
- If you are meeting a client at their place of business call the client prior to the appointment to ask what safety precautions the client would like you to take.
- Please wear a mask during client interactions if the client requests you do so.

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Banking Centers:

- Clients who are in the higher risk categories such as over 65, have compromised immune systems, etc. will have special hours to conduct their banking. These clients may make an appointment on Tuesday or Thursday between the hours of 8:00-9:00 am.

Available Resources:

Old National is committed to helping associates navigate the challenges that may arise both at work and in their personal lives. Here are some benefits all team members should be aware of.

- Our Employee Assistance Program (EAP) is available, 24 hours a day, 7 days a week via telephone, website and NEW mobile access via the myACI app.
- Old National, in partnership with Activate Healthcare, provides Virtual Care. This service is available at no cost to any participant, including dependents, in an ONB medical plan.
- ONB Well Wellness Program offers a full range of health enhancement activities and services.

If you have any questions related to our benefits consult the Employee Handbook or contact HR Services at 1-800-893-3432, option 9, option 3. Visit the Coronavirus Resources page on the Corporate Portal for additional tools and resources.